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SECRET**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Payment of Language Use Awards to FBIS Intelligence Officers

FROM:Director, Foreign Broadcast
Information Service**EXTENSION****NO.**

FBIS-0498/85

DATE

6 December 1985

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Acting Deputy Director
for Science and
Technology

2. Room 6E45, Headquarters

3.

4. Executive Registry
Room 7E12, Headquarters

5.

6. Executive Director

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FBIS-0498/85
6 December 1985

MEMORANDUM FOR: Executive Director

THROUGH: Acting Deputy Director for Science and Technology

FROM:
Director, Foreign Broadcast Information Service

SUBJECT: Payment of Language Use Awards to FBIS Intelligence Officers

REFERENCE: Memo for Ex Dir fm C/DO/Career Mgt Staff, dtd 18 Oct 85,
Subject: Payment of the Language Use Award to Language Specialists

Jim:

1. I am concerned about the implications in memo regarding the payment of Language Use Awards to our intelligence officers who work on foreign documents and do analytical work in FBIS. The directorate approved the full reinstitution of the Language Use Award in FBIS under the new policy in July of this year. I am concerned that it is much too soon to evaluate the impact and change the policy yet again.

2. Hiring criteria for FBIS officers have changed considerably in the past several years; candidates for IO Document positions, as well as people in the Analysis Group, need more than working knowledge of a foreign language. Our publication collection efforts have shifted increasingly from purely political to military, economic, and S&T. Language is a tool to be used with an S&T, economic, or area background or degree. In recruiting for our new S&T center, for example, we are rejecting candidates with purely linguistic backgrounds. Additionally, we need not only to promote recruiting and retention of officers with language ability, we are encouraging our officers to develop their audio ability in languages to handle an increasing number of video tapes, being monitored at Langley and overseas.

3. We are already seeing tangible benefits from the program in terms of stabilizing the work force in FBIS Headquarters. As you know, DI officers are paid on a higher wage classification scale than FBIS people. In FY-1984 FBIS lost 24% of its intelligence officers. Now, because of the bonus, our officers are thinking twice before moving out of FBIS to other components or agencies such as NSA. This benefits not only FBIS but the Agency as a whole, in that it means we have officers who are at the service of the Agency increasing their language knowledge.

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SUBJECT: Payment of Language Use Awards to FBIS Intelligence Officers

4. It is my understanding that the IG recommended that the new Language Incentive Program not be changed but be reviewed in 1987. That would seem a reasonable time to assess the impact of the program on our recruiting and retention. If the program is once again changed after only a few months, I fear our employees will find this "yo-yo" approach to benefits laughable and hardly credible.

25X1




Attachment:

Memo from C/DO Career Mgt Staff

25X1

DDS&T/FBIS,  (6 Dec 85)

Distribution:

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25X1

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S E C R E T

18 October 1985

MEMORANDUM FOR: Executive Director

VIA: Inspector General

FROM: 

Chief, DO/Career Management Staff

SUBJECT: Payment of the Language Use Award to
Language Specialists*Jim*

1. I need some policy guidance regarding the payment of the Language Use Award to persons hired primarily for their language skills. The history of this is that prior to the National Academy of Public Administration (NAPA) review of the Language Incentive Program (LIP) in 1980, persons hired primarily for their language skills (FBIS personnel, Language School Instructors, DO Translators) were receiving the Use Award. The NAPA Report pointed out that almost half of all LUA's were going to such language specialists and that granting the LUA to persons hired for their language skills was at odds with the objectives of the LIP. In October 1981, the Executive Committee--following the advice of NAPA--cut off personnel hired primarily for their language skills from LIP awards in the language for which they were hired. To ease the transition to this policy, all were granted a one-step increase. A copy of the 1981 memorandum is attached for your information.

2. Within the past few months, the Language Use Award has been reinstituted for FBIS personnel and Language School instructors. The cash value of such awards is high, since the proficiency of these linguists is generally at the 4 or 5 level. And yet the LIP objective of improving the foreign language capabilities of Agency employees is not served.

3. The Directorate for Operations has not reinstituted the Language Use Award for language specialists. We are currently receiving complaints from employees of inequitable treatment vis-a-vis their colleagues in other Directorates. We are faced with the dilemma of reinstituting a policy of questionable merit or losing valued employees to other Directorates. Using the LIP as a means of enticing employees from one Directorate to another or as a compensation for an admittedly low grade structure is a sad and costly distortion of the intent of the program.

S E C R E T

S E C R E T

4. The Language Development Committee has not been able to resolve this matter because of the vested interests of the participants. I think that a statement of Agency-wide policy from you would be helpful. If times have changed, I need to know it. I do not want the Directorate for Operations to be left behind.

25X1

Attachment



S E C R E T

S E C R E T

DDA 85-0432/5

20 NOV
1985

NOTE FOR: Executive Director

Jim,

25X1 1. This note is in response to your asking Jim McDonald to poll the Language Development Committee (LDC) on what might be done concerning the payment of the Language Use Award (LUA) to language specialists [redacted] letter to you dated 18 October 1985).

2. The LDC met on 4 November and reached a consensus that we should continue the LUA for linguists in FBIS and the Language School until PMCD can quickly survey these positions to see if a salary adjustment is justified. Both FBIS and OTE believe that their linguistic specialists are dually qualified in a professional discipline (teacher, analyst, scientist, etc.) and in one or more foreign languages. We expect PMCD to address this issue and advise us of their findings prior to the end of December 1985. Then we must "bite the bullet" whether to terminate LUA for these employees. In the meantime, we should continue payment of the LUA, not reverse ourselves so quickly as we did in 1981, and not simply postpone proper resolution of this issue.

25X1 3. [redacted] have discussed this approach and [redacted] linguists will be included in this PMCD review.

25X1 4. We will expedite PMCD's findings and press for a prompt resolution which is equitable to the Agency and to affected employees. We will keep you informed.

/s/ Harry

Harry E. Fitzwater

P-100

S E C R E T

25X1 ORIG:EXO/DDA [REDACTED] (18 November 1985)

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MEMORANDUM FOR : Director, Foreign Broadcast Information Service
 Director, Office of Training and Education
 Chief, Career Management Staff, DO
 Director, Office of Finance.

FROM : James N. Glerum
 Office of Personnel

SUBJECT : Classification and Compensation of Language Specialists

REFERENCE : Memorandum from the DDCI (ER 81-917/1), dtd 30 June 1981, Same Subject

1. The Deputy Director of Central Intelligence has approved the implementation of a "one-time pay adjustment of a one-step increase for those Language Specialists presently receiving awards" (i.e., Language Use Awards--LUAs).

2. The following procedures will be applied in implementing the pay adjustment and discontinuing LUAs for Language Specialists:

a. As of 3 October 1981, employees in the following occupational categories will no longer be paid an LUA for the language for which they were hired or a mutually intelligible language:

- 0132.62 Intelligence Officer - Foreign Documents
- 0195.01 Scientific Linguist
- 1045.01 Translator
- 1045.02 Broadcast Monitor - Multilingual
- 1045.04 Transcriber
- 1045.06 Translator - Supervisor
- 1712.90 Instructor - Foreign Language

b. Those Language Specialists being paid an LUA as of 30 June 1981 will receive the pay adjustment. No additional LUAs (in the language or mutually intelligible language for which hired) have been authorized Language Specialists since that date. The pay adjustment will be made the

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day after the LUA is discontinued, which will be the beginning of the pay period nearest the end of the fiscal year.

c. The operating components should verify the attached Office of Training and Education (OTE) listing of Language Specialists receiving LUAs, certifying which Language Specialists overseas and in the Headquarters area are receiving an LUA for a language (or mutually intelligible language) for which they were hired. The Office of Personnel computer listing (attached) of all employees in the occupational categories listed in paragraph 2a may be of assistance in this determination.

d. As soon as this certification is complete, the components should prepare Forms 4120 (Language Use Award Authorizations) to terminate LUAs for employees identified in paragraph 2c, and Forms 1152 (Requests for Personnel Action) to effect the pay adjustment for these same employees. The pay adjustment will not affect an employee's eligibility date for the next longevity increase.

e. All Forms 4120 should be received by the OTE Language School (Room 426, Chamber of Commerce) no later than 5 October 1981. Likewise, all Forms 1152 should be received by the Office of Personnel Transactions and Records Branch (Room 5E13 Headquarters) no later than 5 October 1981. It is essential that these forms be received by the date cited so that no overpayment will occur.

f. Those Language Specialists recently hired or in process who are not yet eligible for an LUA can be certified by the employing component for the pay adjustment, once they meet the additional eligibility requirement of tested proficiency, if the LUA was promised as part of a recruitment inducement. Tested proficiency is also a stipulation for those Language Specialists not receiving an LUA as of 30 June 1981 because of their failure to meet the language proficiency requirement.

g. Language Specialists in the foreign field who acquire a language other than the language (or mutually intelligible language) for which they were hired may receive an LUA for that new language. Thus, for example, at the discretion of the Directorate concerned, a Language Specialist hired for Polish ability who acquires Chinese ability could receive an LUA for Chinese. This provision also applies to OTS,

2. We have again reviewed all possible means to have an automatic salary increase for the ten employees presently receiving an LUA but who are at the tenth step of their GS grade. Unfortunately, we can find no means by which this can be accomplished. Any addition to base compensation would

Nature of Actions: "Pay Adjustment" Effective 4 Oct 81

Remarks: "Approved one step increase compensation for language specialist per DDCI (ER 81-917/1) dated 30 June 1981"

25X1 exceed the maximum range of the salary scale for that grade as authorized by Congress. Consequently, at the 12 August 1981 meeting of the Language Development Committee the Chief, Language School, OTE, was charged with investigating the use of Language Achievement Program funds for the payment of awards to those ten officers. [redacted]

727 James N. Glerum
James N. Glerum

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OP/P&PS [redacted] (9/4/81)

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REPLACES FORM 36-8
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